



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
SCHOOL IMPROVEMENT & ACCREDITATION SECTION  
P. O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

## Summer School Review Checklist and Final Approval Form 2006

County/District Code

School District Name

This report is to be completed by the Summer School Director and **mailed to your Area Supervisor** no later than the midpoint of your summer school session.

Please complete one checklist to reflect the summer school activities for all programs included in the district's summer school application.

1. The total days in session and total clock hours as reported on the Application for Summer School Approval are correct and total at least 120 clock hours for each summer school program.  
Yes ☐ No ☐ If no, please explain the exception.
2. Instruction time in the core academic areas of language arts, mathematics, science or social studies comprise not less than fifty (50) percent of the total clock hours of instruction at the elementary and secondary levels of the summer school program.  
Yes ☐ No ☐ If no, please provide justification.
3. Classroom teachers and their assignments are correct as reported on Screen 24 of Core Data.  
Yes ☐ No ☐ If there are changes, please update on Screen 24.
4. Do all summer school teachers hold a valid Missouri Teacher's Certificate for their teaching assignment?  
Yes ☐ No ☐ Explain any exceptions.
5. The summer school program is supervised by an appropriately certificated employee.  
Yes ☐ No ☐
6. Are resident students charged a fee to attend this summer school program?  
Yes ☐ No ☐ If yes, student attendance cannot be counted toward receiving state aid and credit earned cannot be counted toward meeting the 22 units required for high school graduation by the State Board of Education.

7. Student attendance is maintained by the clock hour as prescribed by state statutes.  
Yes ☐ No ☐ If no, how is attendance taken?
8. If the summer school program(s) include(s) Extended School Year Services for students with disabilities, the services provided are specified in each student's IEP.  
Yes ☐ No ☐ If no, please explain.
9. If the summer school program(s) include(s) Extended School Year Services for students with disabilities, each program meets for at least 60 clock hours.  
Yes ☐ No ☐
10. Courses for which high school credit is granted meet at least 60 clock hours for each one-half (1/2) unit of credit.  
Yes ☐ No ☐ If no, credit cannot be counted toward the 22 units required for high school graduation by the State Board of Education.
11. Number of units of high school credit offered in this summer school program: \_\_\_\_\_
12. Are summer school facilities appropriate for the instructional program?  
Yes ☐ No ☐ If no, please list any deficiencies.
13. Are appropriate textbooks and classroom resources available to all students and provided at district expense?  
Yes ☐ No ☐ If no, explain exceptions.
14. Are library resources available for student use?  
Yes ☐ No ☐ If no, explain.
15. Which of the following support services are available to summer school students?  
Librarian ☐ Nurse ☐ P.E. Teacher ☐  
Counselor ☐ Other \_\_\_\_\_

16. Are transportation services provided to summer school students?  
 Yes ☐ No ☐ If yes, is transportation provided for:  
☐ Students with disabilities only  
☐ All students, with state reimbursement requested for students with disabilities only  
☐ All students, with transportation provided at district expense
17. Are school food services provided for summer school students?  
 Yes ☐ No ☐ If yes, service includes:  
☐ School Breakfast Program ☐ National School Lunch Program  
☐ Summer Food Service Program (This program is administered by the Missouri Department of Health)
18. Please provide the actual number of students enrolled in all summer school programs (unduplicated count).

Type of Course

Grade Level	Special Education	Remedial	Regular	Gifted/Enrichment
K (children eligible for K in Fall 2006)				
Elementary				
JH/MS				
Sr. High				
Totals				

19. Total number of teachers employed in the summer school program \_\_\_\_\_

**Certification Statement**

*I hereby certify that all information shown on this summer school checklist is true and correct according to the best of my knowledge and belief.*

\_\_\_\_\_  
 Superintendent of Schools

\_\_\_\_\_  
 Date

Please do not complete page 4 of this checklist.

**\*\*Please mail the checklist to your Area Supervisor for review and approval.**

## ◀ For Department Use Only ▶

Area Supervisor general comments regarding this summer school - strengths, concerns, unique features or activities: (Optional)

### Approval for State Aid

The summer school program described in the Application for Summer School Approval and Core Data Report is in accordance with state law and summer school program policies and standards of the Department of Elementary and Secondary Education and is hereby approved.

\_\_\_\_\_  
Area Supervisor of Instruction

\_\_\_\_\_  
Date of Visit/Telephone Review

\_\_\_\_\_  
Director, Missouri School Improvement Program

\_\_\_\_\_  
Date